

حمل الآن

مجاناً وحصرياً

المراجعة رقم (1)

اختبار شهر نوفمبر



General Exercises

On Lesson Five



يمكنك حل التدريب
وتصويبه إلكترونياً



► If you got ● you need to revise the lesson again.

ممتاز ● جيد جداً ● جيد ● غير جيد

قم بتقييم نفسك بالعلامات الموضحة وإذا حصلت على ● (غير جيد) قم بمراجعة الدرس مرة أخرى من الصفحة السابقة.

El-Moasser Exercises

1 Choose the correct answer from a, b, c or d.

- The user name in an email address is
 - determining the user's nationality
 - to delete email messages
 - used to remove the email account
 - a unique and distinctive name that is not reserved by anyone else
- The symbol @ in an email address
 - separates the user name from the domain name
 - is used to send and receive email messages
 - is used to create email messages
 - is an optional and non-essential symbol
- Which of the following is considered a correct email address ?
 - Ayman22_2@gmail.com
 - zizo@mohamed
 - Omar2203_4\$gmail.com
 - Tarek30#gmail.com
- is one of the advantages of using email.
 - Speed in sending and receiving messages
 - High cost
 - Spam
 - Informal communication tools
- The importance of using the Gmail service is to
 - not allow us to communicate with others
 - communicate with government agencies only
 - access to many Google services
 - have difficulty in sending files

2 Complete the following sentences.

- provides service for creating email.
- Email is one of the tools of communication.
- is the part that located at the beginning of the email address.
- separates the user name from the email server used.
- is used to access email on Google.



3 Put (✓) or (x) for the following sentences.

1. The domain name is a unique and distinctive name that is not reserved by anyone else. ()
2. Emails contribute to faster communication. ()
3. Emails can be hacked by hackers. ()
4. Emails contribute to reducing communication costs. ()
5. Gmail is a free service for creating email. ()

Student's Book Exercises

1 Choose the correct answer from a, b, c or d.

1. Email is a

a. manual communication system	b. digital communication system
c. direct communication system	d. virus system
2. Through email, you can

a. delete files	b. use cloud computing applications
c. install programs	d. print files
3. One of the most important uses of email is

a. to scan paper	b. to share information
c. cyberbullying	d. to delete files on your device
4. One of the advantages of using email is

a. speed in sending and receiving messages very quickly	
b. spam	
c. fraud	d. viruses
5. Email is considered

a. one of the direct communication tools	b. one of the indirect communication tools
c. manual communication system	d. text file
6. One of the disadvantages of using email is

a. speed	b. cost	c. ease	d. hacking
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7. From email service providers is

a. Gmail	b. Paint	c. Google Docs	d. YouTube
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8. To get one of the Gmail services, you must create

a. text file	b. "Google Account"	c. presentation file	d. "Google Meet"
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9. To log out of your Gmail account, click on the icon.

a. Sign in	b. Sign out	c. Shut down	d. Close
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2 Read and answer : The email address consists of :

1.
2.
3.



General Exercises

On Lesson Six



يمكنك حل التدريب
وتصويبه إلكترونياً



► If you got ● you need to revise the lesson again.

ممتاز ● جيد جداً ● جيد ● غير جيد

قم بتقييم نفسك بالعلامات الموضحة وإذا حصلت على ● (غير جيد) قم بمراجعة الدرس مرة أخرى من الصفحة السابقة.

El-Moasser Exercises

1 Choose the correct answer from a, b, c or d.

- is one of the uses of cloud computing in the field of storage.
a. Google Drive b. Word c. Excel d. Telegram
- are the uses of cloud computing in the field of producing projects.
a. Word processing programs b. Spreadsheets
c. Both (a) and (b) d. Video games
- We use cloud computing in the field of education through
a. messaging services b. online shopping
c. Google Classroom d. banking services
- All the following are services provided by cloud computing in the field of entertainment except
a. watching YouTube b. video games
c. printing documents d. music services
- All the following are the steps of data processing and storage except
a. data collection b. data transfer c. data processing d. data hacking

2 Complete the following sentences.

- Cloud computing helps reduce material costs because
- Cloud computing can be used in by using word processing programs.
- Cloud computing can be used in , such as transferring money and paying bills.

3 Put (✓) or (x) for the following sentences.

- Cloud computing can be used in multiple fields such as education, health, and entertainment. ()
- Cloud computing works on processing data easily. ()
- You cannot collaborate and communicate with others using cloud computing. ()



Student's Book Exercises

1 Choose the correct answer from a, b, c or d.

1. Cloud computing is known as a model for providing
 - a. presentations
 - b. digital services over the Internet
 - c. Google Docs
 - d. Google Classroom
2. The computer storage service is
 - a. storing files and folders locally on the computer
 - b. storing files and folders over the Internet
 - c. sharing and exchanging files
 - d. Google Classroom
3. The software and application service over the Internet is known as
 - a. enabling the use of software and applications over the Internet
 - b. enabling the use of software and applications without the Internet
 - c. sharing and exchanging files locally
 - d. email service
4. The service of sharing electronic resources via computing is known as
 - a. computer storage
 - b. sharing files and folders locally on the computer
 - c. sharing and exchanging files with others over the Internet
 - d. email sharing
5. Communication is one of the areas of using cloud computing in daily life, and is done through
 - a. Email
 - b. software and applications
 - c. computer storage
 - d. Google Sheets
6. Services for storing, sharing and accessing files at any time and from anywhere are called
 - a. email
 - b. software and applications
 - c. computing storage
 - d. Google Sheets
7. We use cloud word processing programs such as
 - a. Google Docs
 - b. Google Sheets
 - c. Google Classroom
 - d. Google Cloud Platform
8. We use cloud spreadsheets such as
 - a. Google Docs
 - b. Google Sheets
 - c. Google Classroom
 - d. Google Cloud Platform

9. We use cloud collaboration tools such as

a. Google Docs

b. Google Sheets

c. Google Classroom

d. Google Cloud Platform

10. The most famous cloud computing service providers are

a. Google Docs

b. Google Sheets

c. Google Classroom

d. Google Cloud Platform

2 Write 3 benefits of cloud computing :

1.
2.
3.

3 Write 3 areas of using cloud computing in daily life :

1.
2.
3.

4 Write the steps for processing and storing data in cloud computing :

1.
2.
3.
4.
5.
6.

قم بتلوين الدائرة باللون
المناسب لمستواك.



On Lesson Seven



يمكنك حل التدريب
وتصويبه إلكترونياً



● ممتاز ● جيد جداً ● جيد ● غير جيد

قم بتقييم نفسك بالعلامات الموضحة وإذا حصلت على (غير جيد) قم بمراجعة الدرس مرة أخرى من الصفحة السابقة.

1 Choose the correct answer from a, b, c or d.

1. Having is one of the conditions for using the Google Meet application .
a. smartphone
b. computer
c. Google Account
d. a specific program
2. One of the advantages of using the Google Meet application is the ability to
a. make group calls
b. edit images
c. play games
d. delete files
3. You share your screen with your colleagues during a Google Meet meeting by clicking on "....." icon.
a. Share Screen 
b. Hand
c. Save
d. Copy
4. You can stop sharing the presentation with your colleagues during a Google Meet meeting by clicking on ".....".
a. Stop sharing
b. Save link
c. Stop installation
d. Turn off the microphone
5. Click on the "....." icon to ask to speak during the Google Meet meeting.
a. Hand 
b. Camera
c. Microphone
d. Message

2 Complete the following sentences.

1. You can send a message to other participants in a Google Meet meeting through
2. One of the tips for a successful Google Meet meeting is
3. To access the Google Meet application, you must have
4. The Google Meet service allows users to



3 Put (✓) or (x) for the following sentences.

1. The Google Meet application can be used to share files. ()
2. The Google Meet service allows users to create collaborative projects. ()
3. You can turn off the audio during a "Google Meet" meeting by clicking on "Turn off the microphone". ()
4. You can access a Google Meet meeting through the meeting link. ()

Student's Book Exercises

1 Choose the correct answer from a, b, c or d.

1. "Google Meet" is
a. audio-only service b. voice-only service
c. storage service d. video conferencing service
2. Through you can make calls, group video, share screens, and chat.
a. "Google Account" b. "Google Docs" c. "Google Meet" d. "Google Drive"
3. To access the "Google Meet" service, you must have ".....".
a. Yahoo account b. Google account c. Bank account d. Electronic wallet
4. The "Google Meet" application is considered one of the ways of communication.
a. indirect b. direct c. slow d. difficult
5. One of "Google Meet" features is
a. sharing screens b. talking at any time
c. indirect communication d. slow communication for audio and video
6. To express your opinion in an organized manner during a "Google Meet" meeting, you can click on
a. Meeting link b. Hand icon
c. Talk at any time d. Exit before the end of the meeting
7. is one of general rules that must be followed during the meeting .
a. Talking at any time
b. Listening, hearing and turning off the microphone
c. Giving the meeting link to anyone
d. Leaving before the end of the meeting

8. To invite others to a Google Meet meeting, you must send them
 - a. meeting address
 - b. meeting link
 - c. meeting image
 - d. your home address
9. To create a meeting next week through Google Meet, you choose
 - a. Start an instant meeting
 - b. Meeting for a later time
 - c. Stop sharing the presentation
 - d. Sharing screens
10. You have been invited to a Google Meet meeting, to join the meeting you must click on
 - a. meeting address
 - b. meeting link
 - c. meeting image
 - d. your home address
11. To express your opinion in an organized manner during a Google Meet meeting, you can
 - a. speak at any time
 - b. leave before the meeting ends
 - c. send a message
 - d. stop sharing the presentation
12. When you are invited to a meeting through a link, you must
 - a. not send the meeting link to others
 - b. speak without permission
 - c. send the meeting link to anyone
 - d. leave the meeting
13. When you finish showing your screen during the meeting, you must click
 - a. Do not send the meeting link to others
 - b. Talk without permission
 - c. Stop sharing the presentation
 - d. Share screens
14. During a "Google Meet" meeting, and to organize the meeting, when speaking, you must
 - a. speak at any time
 - b. raise you hand
 - c. leave the meeting
 - d. send the meeting link to others
15. To help organize sessions, talk and intervene in an organized and smooth manner
 - a. leave the meeting
 - b. listen to the speaker
 - c. speak at any time
 - d. open the microphone

قم بتلوين الدائرة باللون
المناسب لمستواك.



November Test

1 Choose the correct answer from a, b, c or d.

1. Removing unused programs saves disk and speeds up and eases the use of device.
 a. storage space b. control panel c. software d. folders
2. Modern operating systems include a list of for several accessory devices.
 a. drivers b. viruses
 c. songs d. malware
3. is a symbol that separates the User Name from the email server name (Domain Name) that is used.
 a. @ at sign b. * c. # d. F1
4. A is one of disadvantages of using email .
 a. speed b. diversity c. spam d. digital service
5. We should use services like to protect data against loss in case our devices are damage.
 a. chatting b. communication c. sharing d. cloud backup

2 Put (✓) or (x) for the following sentences.

1. Uninstalling a program means you're deleting all the program files from your device. ()
2. To uninstall a program, use the control panel. ()
3. An email is one of the direct communication tools around the world. ()
4. Cloud computing is a digital service model provided online. ()
5. Google Meet can be accessed on Android devices using WhatsApp. ()

3 Complete the following sentences.

1. To access Google Meet services , you must have
2. is the most prominent cloud service provider .
3. An email address consists of
4. A Google account consists of and
5. It's difficult to use the program if you have a large amount of complex data.

كيفية طباعة صفحات معينة من ملف معين

مثلا ازاي نطبع الصفحات من صفحة 4 الى صفحة 9



حمل الآن

مجاناً وحصرياً

المراجعة رقم (2)

اختبار شهر نوفمبر



Lesson 5 Electronic Mail (Email)

Definition:

- » **Email:** It is a digital communication system used to send and receive messages over the Internet. It is an indirect communication tool, a cloud computing tool used to share texts, files, images, and other information.

Key Points:

» **Components of an Email Address:**

- ① Username ② @ Symbol ③ Domain name

» **Advantages of Using Email:**

- Speed
- Ease
- Free cost in most cases
- Diversity
- Reliability
- Digital services



» **Drawbacks of Using Email:**

- Hacking
- Spam
- Fraud
- Viruses
- Privacy

» **Providers of Email Services:**

- Gmail
- Yahoo email
- Hotmail/Outlook

» **Creating an Email on Google:**

- You need a Google Account to access Gmail and other Google services, such as: Google Meet, Google Docs, Google Drive, and YouTube.

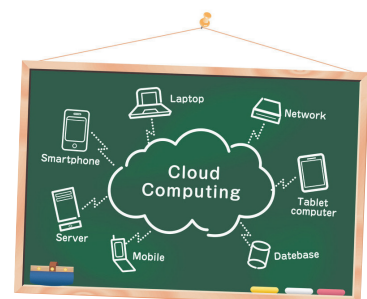
» **Sign Out of Gmail:**

- Click and choose 'Sign out'

Lesson 6 Cloud Computing

Definition:

- » **Cloud Computing:** It is a model for providing digital services over the Internet, such as:



- **Cloud Storage:** It is used for storing files and folders online.
- **Software Service:** It is used for making applications available online.
- **Resource Sharing:** It is used for sharing and exchanging files over the Internet.

Key Points:

» Benefits of Cloud Computing:

- 1 **Ease of access:** Services are available without high-spec hardware.
- 2 **Service availability:** You can access data, files, and applications from anywhere with the Internet.
- 3 **Reducing material costs:** There is no need for software licenses or high-spec hardware.

» Areas of Using Cloud Computing in Daily Life:

1 Communication:

- **Email:** Gmail, Outlook, and Yahoo Mail
- **Social Networking:** Facebook, Twitter, and Instagram
- **Messaging Services:** WhatsApp and Telegram

2 Computer Storage:

- **File Storage:** Google Drive and OneDrive
- **Data Backup:** Cloud backup services

3 Producing Projects:

- **Word Processing:** Google Docs and Microsoft Word Online
- **Spreadsheets:** Google Sheets and Microsoft Excel Online

4 Education:

- **E-learning Platforms:** Ministry of Education Platform
- **Collaboration Tools:** Google Classroom and Microsoft Teams

5 Entertainment:

- **Video Streaming:** YouTube
- **Video Games:** Online cloud platforms
- **Music Services:** Cloud music services

6 Other Areas:

- **Online Shopping:** E-commerce sites
- **Online Banking:** It is used for money transfer and bill payments.
- **Healthcare Services:** They are used for storing medical records.

» Data Processing and Storage in Cloud Computing:

- | | |
|-------------------|--|
| 1 Data collection | 2 Data transfer: To cloud data centers |
| 3 Data processing | 4 Data storage |
| 5 Data management | 6 Data access |

» Requirements to Obtain Cloud Computing Services:

- 1 A computer or mobile phone
- 2 An Internet browser or application
- 3 Internet connection
- 4 An account with a Cloud Service Provider

Famous Cloud Computing Service Providers

Amazon Web Services
aws

Microsoft Azure

Google Cloud Platform

Lesson 7 Google Meet and Project Management

Definition:

- » **Google Meet:** It is a video conferencing service developed by Google that enables users to conduct group video calls, share screens, chat, collaborate in real time, and work together on joint projects.

Key Points:

» You can access Google Meet:

- **From PC:** via the link <https://meet.google.com>
- **From your mobile:** Download the "Google Meet" app from the Google Play Store.

» Creating a Meeting:

- **Instant Meeting:** Click “New meeting” > “Start an instant meeting”.
- **Scheduled Meeting:** Click “Create a meeting for a later time”.
- **Joining a Meeting:** Click the meeting link and wait for the organizer’s approval.
- **During a Meeting:**
 - Turn off the microphone when not speaking.
 - Raise your hand when you want to speak.
 - Use the “In-call messages” icon to send messages to participants.
 - Click the “Share Screen” icon to share your screen with participants.
 - **To Stop Sharing:** Click “Stop Sharing” in the Google Meet window.



1 Choose the correct answer:

- 1 Email is a
a. manual communication system b. digital communication system
c. direct communication system d. virus system
- 2 Through email, you can
a. delete files b. use cloud computing applications
c. install programs d. print files
- 3 One of the most important uses of email is to
a. scan papers b. share information
c. cyberbully d. delete files on your device
- 4 One of the advantages of using email is
a. the speed of sending and receiving messages
b. spam
c. fraud
d. viruses
- 5 Email is considered
a. one of the direct communication tools
b. one of the indirect communication tools
c. a manual communication system
d. a text file
- 6 One of the disadvantages of using email is the
a. speed b. cost c. ease d. hacking
- 7 Email service providers include
a. Gmail b. Paint c. Google Docs d. YouTube
- 8 To get one of the Gmail services, you must create a
a. text file b. Google Account
c. presentation file d. Google Meet

- 9 To log out of your Gmail account, click on the "....." icon.
a. Sign in b. Sign out c. Shutdown d. Sign up
- 10 Cloud computing is known as a model for providing
a. presentations
b. digital services over the Internet
c. Google Docs
d. Google Classroom
- 11 We use cloud word processing programs, such as
a. Google Docs b. Google Sheets
c. Google Classroom d. Google Cloud Platform
- 12 We use cloud spreadsheets, such as
a. Google Docs b. Google Sheets
c. Google Classroom d. Google Cloud Platform
- 13 The computer storage service is used for
a. storing files and folders locally on the computer
b. storing files and folders over the Internet
c. sharing and exchanging files
d. Google Classroom
- 14 The software and application services over the Internet are used for
a. enabling the use of software and applications over the Internet
b. enabling the use of software and applications without the Internet
c. sharing and exchanging files locally
d. email services
- 15 The service of sharing electronic resources via cloud computing is known as
a. computer storage
b. email sharing
c. sharing files and folders locally on the computer
d. sharing and exchanging files with others over the Internet

- 16 Communication is one of the areas of using cloud computing in daily life, and is done through
- a. email
 - b. Google Drive
 - c. computer storage
 - d. Google Sheets
- 17 Services for storing, sharing, and accessing files at any time and from anywhere are called
- a. emails
 - b. software and applications
 - c. computing storage
 - d. Google Sheets
- 18 We use cloud collaboration tools, such as
- a. Google Docs
 - b. Google Sheets
 - c. Google Classroom
 - d. Google Cloud Platform
- 19 The most famous cloud computing service providers are
- a. Google Docs
 - b. Google Sheets
 - c. Google Classroom
 - d. Google Cloud Platform
- 20 Google Meet is a/an
- a. audio-only service
 - b. voice-only service
 - c. storage service
 - d. video conferencing service
- 21 To access the Google Meet service, you must have a/an
- a. Yahoo account
 - b. Google account
 - c. bank account
 - d. electronic wallet
- 22 Through you can make calls, group video, share screens, and chat.
- a. Google Account
 - b. Google Docs
 - c. Google Meet
 - d. Google Drive
- 23 The Google Meet application is considered one of the ways of communication.
- a. indirect
 - b. direct
 - c. slow
 - d. difficult
- 24 One of Google Meet features is
- a. sharing screens
 - b. talking at any time
 - c. indirect communication
 - d. slow communication for audio and video

- 25 To express your opinion in an organized manner during a Google Meet meeting, you can
- a. click on the meeting link
 - b. click on the hand icon
 - c. talk at any time
 - d. exit before the end of the meeting
- 26 One of the general rules that must be followed during the meeting is
- a. talking at any time
 - b. listening, hearing, and turning off the microphone
 - c. giving the meeting link to anyone
 - d. leaving before the end of the meeting
- 27 To invite others to a Google Meet meeting, you must send them
- a. the meeting address
 - b. the meeting link
 - c. the meeting image
 - d. your home address
- 28 To create a meeting next week through Google Meet, you should choose
- a. Start an instant meeting
 - b. Create a meeting for a later time
 - c. Stop sharing the presentation
 - d. Sharing screens
- 29 If you have been invited to a Google Meet meeting, to join the meeting, you must click on
- a. the meeting address
 - b. the meeting link
 - c. the meeting image
 - d. your home address
- 30 To express your opinion in an organized manner during a Google Meet meeting, you can
- a. speak at any time
 - b. leave before the meeting ends
 - c. send a message
 - d. stop sharing the presentation
- 31 When you are invited to a meeting through a link, you should
- a. not send the meeting link to others
 - b. speak without permission
 - c. send the meeting link to anyone
 - d. leave the meeting

- 32 When you finish showing your screen during the meeting, you should
- a. not send the meeting link to others
 - b. talk without permission
 - c. click "Stop sharing the presentation"
 - d. share the screen
- 33 To organize a Google Meet meeting, when speaking, you should
- a. speak at any time
 - b. raise your hand
 - c. leave the meeting
 - d. send the meeting link to others
- 34 To help keep the sessions organized, you should talk and intervene in an organized and smooth manner, and
- a. leave the meeting
 - b. listen to the speaker
 - c. speak at any time
 - d. open the microphone
- 35 Which of these is NOT a free email service provider?
- a. Gmail
 - b. Yahoo Mail
 - c. Outlook
 - d. Google Meet
- 36 You can change the interface language in Gmail from settings icon,
- a. Trash folder
 - b. Inbox
 - c. General menu
 - d. Profile picture
- 37 Online shopping is an example of using cloud computing for
- a. data processing
 - b. entertainment
 - c. e-commerce
 - d. data storage
- 38 The first step in cloud data processing is
- a. data storage
 - b. data collection
 - c. data management
 - d. data access
- 39 If you want to schedule a meeting for a later time, you should click on
- a. "Start now"
 - b. "Create a meeting for later"
 - c. "Join meeting"
 - d. "End meeting"
- 40 Cloud-based word processing programs include
- a. Google Sheets
 - b. Microsoft Word Online
 - c. Adobe Photoshop
 - d. Excel Online



2 Put (✓) or (X):

- 1 YouTube is one of the email service providers. ()
- 2 To get one of Gmail services, you must create a Google account.()
- 3 Usability is one of the advantages of using email. ()
- 4 Email is considered a manual communication. ()
- 5 Exchanging messages and attachments is one of the important usages for email. ()
- 6 Sending an email to one or more in one message isn't allowed. ()
- 7 Spam messages is one of the disadvantages of using email. ()
- 8 Email is considered a direct communication tool. ()
- 9 Gmail is an email service provider. ()
- 10 To logout from a Gmail account, press on the "Sign in" icon. ()
- 11 A username is a unique name, a special name, and not taken by others.()
- 12 Software and application services provided via the Internet are known as sharing and exchanging files locally. ()
- 13 Storing, sharing, and accessing files services anytime anywhere is called cloud computing. ()
- 14 Cloud computing is known as a model to design databases. ()
- 15 Google Docs is an example of word processing cloud computing programs. ()
- 16 Cloud storage services involve saving files and folders locally on your computer device. ()
- 17 Sharing electronic resources services via cloud computing is known as sharing and exchanging files with others via the Internet. ()
- 18 To access the Google Meet service, you must have a bank account.()
- 19 When you get invited to attend a Google Meet meeting, an invitation link must be sent to you. ()
- 20 Through Google Docs, you can make video conference calls, chat, and share your screen. ()

- 21 To express your ideas in an organized way during a Google Meet meeting, you can click the "Raise Hand" icon. ()
- 22 Google Meet is considered a way of direct communication. ()
- 23 Sending and receiving messages through email is very quick. ()
- 24 One of the advantages of email is the speed of sending and receiving messages. ()
- 25 Email is free in most cases. ()
- 26 Email can be hacked by hackers. ()
- 27 To log out of your Gmail account, click on the "Sign out" icon. ()
- 28 During a Google Meet, you should mute the mic when not speaking. ()
- 29 One of the Google Meet features is sharing your screen. ()
- 30 The first step to start an instant meeting on Google Meet is to send the meeting link to the participants. ()
- 31 To access the Google Meet service, you must have a bank account. ()
- 32 The "Stop sharing" option in Google Meet is used to end the screen sharing during a meeting. ()
- 33 Raising your hand in a Google Meet session helps organize the discussion and ensures smooth communication. ()
- 34 The Google Meet application is one of the methods of direct communication. ()
- 35 In Google Meet, you can click on the meeting link and wait until the organizer approves your request. ()
- 36 The username is located at the end of the email address. ()
- 37 The username is the email server that hosts the email account where your email is stored. ()
- 38 YouTube is one of the email service providers. ()
- 39 You must create a Google Account to access Gmail services. ()



3 Complete the following sentences:

- 1 is sending and receiving messages over the Internet.
- 2 is one of the email service providers.
- 3 To log out of your Gmail account, click on the "....." icon.
- 4 is used to exchange messages and attachments.
- 5 is one of the indirect communication methods and the most commonly used around the world.
- 6 is one of the cloud computing services providers.
- 7 is storing files and folders over the Internet.
- 8 The Internet is one of the requirements for
- 9 is a video conferencing service.
- 10 To use Google Meet, you need to have a



Answers

1	1 b	2 b	3 b	4 a
	5 b	6 d	7 a	8 b
	9 b	10 b	11 a	12 b
	13 b	14 a	15 d	16 a
	17 c	18 c	19 d	20 d
	21 b	22 c	23 b	24 a
	25 b	26 b	27 b	28 b
	29 b	30 c	31 a	32 c
	33 b	34 b	35 d	36 c
	37 c	38 b	39 b	40 b

2	1 x	2 ✓	3 ✓	4 x
	5 ✓	6 x	7 ✓	8 x
	9 ✓	10 x	11 ✓	12 x
	13 ✓	14 x	15 ✓	16 x
	17 ✓	18 x	19 ✓	20 x

21 ✓	22 ✓	23 ✓	24 ✓
25 ✓	26 ✓	27 ✓	28 ✓
29 ✓	30 x	31 x	32 ✓
33 ✓	34 ✓	35 ✓	36 x
37 x	38 x	39 ✓	

- 3
- 1 Email
 - 2 Gmail (or Yahoo Mail or Outlook)
 - 3 Sign out
 - 4 Email
 - 5 Email
 - 6 Google Cloud Platform
 - 7 Cloud storage
 - 8 Cloud computing
 - 9 Google Meet
 - 10 Google Account

حمل الآن

مجاناً وحصرياً

المراجعة رقم (3)

اختبار شهر نوفمبر



Definition of Email

- It is a digital communication system used to send and receive messages between users over the Internet.
- It is one of the cloud computing tools
- It is used to share texts, files, images and other information.
- It is one of the most popular means of communication in the world.
- It is one of the indirect communication tools.

Components of E-mail address

An email address consists of three main components:

1 - User name

- It is the part that is **located** at the beginning of the email address, and it is a name that the user chooses and specifies.
- The user name is a unique and distinctive name that is not reserved by anyone else.

2 - The @ symbol (at sign)

- It is a symbol that separates the user name from the name of the email server (**domain name**) used.

3 - Domain name

- It is the name of the email **server** that hosts the email account and is a place to store your email messages.
- **Advantages of using email**
 - **Speed:** Sending and receiving messages very quickly
 - **Cost:** Free in most cases
 - **Ease:** Easy to use with the ability to send a message to any number of recipients at the lowest cost.
 - **Diversity:** Texts, files, images and other information can be shared.
 - **Reliability:** Messages arrive reliably in most cases
 - **Digital services:** Registration is done using email on the websites of service providers and digital products online.
- ☒ **Drawbacks of using email**
 - **Hacking:** It can be hacked by hackers
 - **Spam:** You may receive unwanted messages

- **Fraud:** You receive fraudulent messages
- **Viruses:** Some emails may contain viruses or malware
- **Privacy:** Emails may not be completely secure.

Providers of Email Services

There are many free email providers available **such as:**

Gmail

Yahoo Email

Hotmail/Outlook

Create an email on Google

- Google offers you many electronic services, including the email service.
- To create an email through the Gmail service and obtain other Google services, you must create a Google Account.
- A Google Account consists of a **user name** and a **password**.

Advantages of creating a Google Account

- Creating a Google Account enables you to log in to the Gmail email service.
- A Google Account also enables you to use other Google features and services **such as:**

Google Meet, Google Docs, Google Drive, and YouTube

Steps to create a Google Account

1. Download the Google website <https://www.google.com.eg>
2. Click Sign in
3. Choose Create Account
4. To establish a Google account, choose "Create my personal account".
5. Insert your 'First name' and 'Last name', then click the 'Next' button.
6. Enter your date of birth and gender, then click 'Next'.
7. Type the username you want in the 'Username' field and then click 'Next'.
8. Choose the password you want, and confirm it again, making sure that it is difficult to guess.
9. Enter an alternative email address used to recover the account and you can skip this.
10. Check and confirm your email address.



11. To complete the steps to create your email, review the terms of service and click 'I agree' if you accept them.

12. Now that you have a 'Google Account' (username and password), you can use your 'Google Account' to access your email or many of the services provided by 'Google'.



(5) Insert your 'First name' and 'Last name', then click the 'Next' button.



(6) Enter your date of birth and gender, then click 'Next'.



(7) Type the username you want in the 'Username' field and then click 'Next'.



(10) Check and confirm your email address.



(12) Now that you have a 'Google Account' (username and password), you can use your 'Google Account' to access your email or many of the services provided by 'Google'.

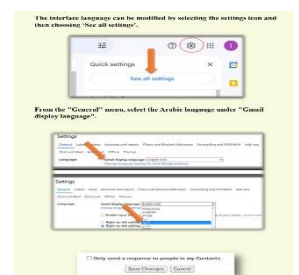


Gmail email interface

The interface language can be modified by selecting the settings 'icon and then choosing 'See all settings'.

From the "General" menu, select the Arabic language under "Gmail display language".

When you choose the Arabic language and click the 'Save Changes' button, the Gmail email window interface appears in Arabic as shown below:



Sign out of your Gmail account

Click on your profile picture icon and then choose 'Sign out'.



Exercises 5

1- Choose the correct answer:

1. Email is a.....

A- manual communication system

B- digital communication system

C- direct communication system

D- virus system

2. Through email, you can.....

A- delete files

B- use cloud computing applications

C- install programs

D- print files

3. One of the most important uses of email is.....

A- scan papers

B- to share information

C- cyberbullying

D- delete files on your device

4. One of the advantages of using email is.....

A- speed in sending and receiving messages very quickly

B- spam

C- fraud

D- viruses

5. Email is considered.....

A- one of the direct communication tools

B- one of the indirect communication tools

C- manual communication system

D- text file

6. One of the disadvantages of using email is.....

A- Speed

B- Cost

C- Ease

D- Hacking

7. From email service providers.....

A- Gmail

B- Paint

C- Google Docs

D- YouTube

8. To get one of the Gmail services, you must create.....

A- Text file

B- "Google Account

C- Presentation file

D- "Google Meet

9. To log out of your Gmail account, click on.... the icon.

A- Sign in

B- Sign out

C- Shutdown

D- Close

10. You can change the interface language in Gmail from settings icon, then.....

- a.** Trash folder **b.** Inbox **c.** General menu **d.** Profile picture

11.is the name of the email server that hosts the email account

- a.** User name **b.** Domain name **c.** Address **d.** Password

12. Signing out of Gmail is done by clicking on

- a.** Inbox icon **b.** Settings icon **c.** Profile picture icon **d.** Compose button

13. There are many free email providers available such as.....

- a.** Gmail **b.** Yahoo Email **c.** Hotmail/Outlook **d.** All of them

14. The user name in an email address is.....

- a.** determining the user's nationality
b. to delete email messages **c.** used to remove the email account
d. a unique and distinctive name that is not reserved by anyone else

15 .The symbol @ in an email address.....

- a.** separates the user name from the domain name
b. is used to send and receive email messages
c. is used to create email messages
d. is an optional and non-essential symbol

16. Which of the following is considered a correct email address?

- a.** Salma22_2@gmail.com **b.** Yasso@memo
c. Malika2024_4\$gmail.com **d.** Zeen30#gmail.com

17.is one of the advantages of using email.

- a.** Speed in sending and receiving messages **b.** High cost
c. Spam **d.** Informal communication tools

18 .The importance of using the Gmail service is to.....

- a.** not allow us to communicate with others
b. communicate with government agencies only

c. access to many Google services

d. have difficulty in sending files

2 - Complete the following sentences.

1provides service for creating email.

2 .Email is one of the tools ofcommunication.

3.is the part that located at the beginning of the email address.

4separates the user name from the email server used.

5.is used to access email on Google.

6. From advantages of using email are.....and.....

7. From drawbacks of using email are.....and.....

8. are from email providers.

9. A Google account consists of a..... and a.....

10. To establish a Google account, choose.....

3 - The email address consists of:

1-.....

2-.....

3-.....

4- Put (✓) or (X):

1. Email is one of the cloud computing tools. ()

2. An email address consists of two main components: the user name and the domain name.()

3. Email is one of the direct communication tools.()

4. The symbol @ separates the user name from the domain name.()

5. The user name is located at the end of the email address.()

6. To create a Google Account, you need to provide your first name, last name, and username.()

7. Gmail, Yahoo Mail, and Hotmail/Outlook are examples of free email service providers.()

8 . In email, the user name can be repeated by anyone else.()

9. You must create a Google Account to access Gmail services.()

10. From disadvantages of using email is the high cost.(
11. Sending and receiving messages through email is very quickly.()
12. From advantages of using email to receive fraudulent messages.()
13. Email is free in most cases.()
14. Emails sent through Gmail are completely secure and cannot be hacked.()
15. It is necessary to check and confirm your email address when creating a Google Account.()
16. When setting an e-mail password, make sure it is easy to guess.()
17. In your Gmail, you can change the language into Arabic.()
18. A Google account allows access only to Gmail but not YouTube. ()

Lesson 6 Cloud Computing



Cloud computing

- It is a model for providing digital services over the Internet.

Such as:

- **Cloud storage service or computer storage:** is storing files and folders over the Internet.
- **Software service (applications) over the Internet:** is making software (applications) available over the Internet.
- **Electronic resource sharing service:** is sharing and exchanging files with others over the Internet.

Benefits of Cloud Computing:

1 - Ease of access: Cloud computing services can be obtained without the need to own a computer or mobile phone,... with high specifications, **whether as:** hardware or software components.

2 - Availability of the service: The user can access his data, files and applications from anywhere where the Internet service is available.

3 - Reducing material costs:

a. There is no need to purchase software licences.

b. There is no need to purchase hardware components with high specifications.

4- Sharing digital resources with others.

Applications of cloud computing in daily life:

- Some examples of areas of using cloud computing applications in daily life:

1- Communication:

- **Email:** Use cloud email **such as** Gmail, Outlook, and Yahoo Mail daily to communicate with family, friends, and colleagues.
- **Social networking:** We communicate with others and share content on social media platforms such as Facebook, Twitter, and Instagram.
- **Messaging services:** We use messaging applications **such as** WhatsApp and Telegram to communicate and share files and photos.

2- Computer storage:

- **File storage services:** We use services **such as Google Drive** and **One Drive** to **store, share,** and **access** files at anytime and anywhere.
- **Data backup:** We use cloud backup services to **protect** our data from loss in case of any damage happens to our devices.

3- Producing projects by using:

- **Word processing programs:** We use cloud word processing programs **such as Google Docs, Microsoft Word Online** to create, edit and share documents with others.
- **Spreadsheets:** We use cloud spreadsheets **such as Google Sheets** and **Microsoft Excel Online** to organize and analyze data and create charts.

4- Education:

- **E-learning platforms:** We use e-learning platforms to access educational materials and interact with teachers and students **such as** the Ministry of Education platform.
- **Collaboration tools:** We use cloud collaboration tools **such as Google Classroom** and **Microsoft Teams** to work on projects and assignments with others.

5- Entertainment:

- **Video streaming services:** We enjoy watching movies, TV shows and programs on video streaming services **such as YouTube.**
- **Video games:** We play video games online on cloud platforms.
- **Cloud music services.**



6- Other areas:

- **Online shopping:** We shop through e-commerce sites.
- **Online banking:** We use online banking to transfer money and pay bills.
- **Healthcare services:** Cloud computing is used to store medical records.

Data processing and storage in cloud computing

- Data processing and storage in cloud computing depends on a huge infrastructure
- the steps of data processing and storage in computing can be summarized as follows:

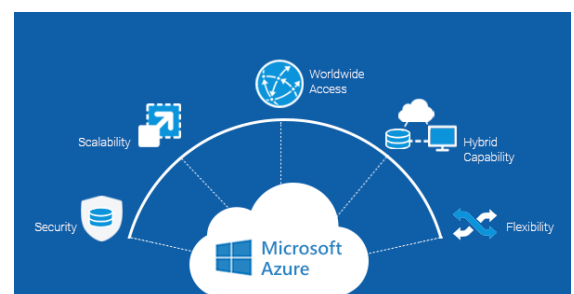
- 1 - **Data collection**: from different sources.
- 2 - **Data transfer** : to cloud data centers.
- 3 - **Data processing** : in cloud data centers and through powerful servers.
- 4 - **Data storage**: Data is stored on high-capacity storage units in cloud data centers.
- 5- **Data management**: Data is managed by database management systems in cloud data centers.
- 6 - **Data access**: Data can be accessed by users and applications through the Internet.

Requirements to obtain cloud computing services:

- 1 - A computer or mobile phone.
- 2 - An internet browser or application.
- 3 - An internet connection.
- 4 - Create an account with one of the computing service providers.

The most famous cloud computing service providers

- ✓ Amazon Web Services
- ✓ Microsoft Azure
- ✓ Google Cloud Platform



Exercises 6

1- Choose the correct answer:

1- Cloud computing is known as a model for providing.....

A- Presentations

B- Digital services over the Internet

C- Google Docs

D- Google Classroom

2 -The computer storage service is.....

A- Storing files and folders locally on the computer

B- Storing files and folders over the Internet

C- Sharing and exchanging files

D- Google Classroom

3 -The software and application service over the Internet is known as.....

A- Enabling the use of software and applications over the Internet.

B- Enabling the use of software and applications without the Internet.

C- Sharing and exchanging files locally

D- Email service

4 -The service of sharing electronic resources via computing is known as.....

A- Computer storage

D- Email sharing

B- Sharing files and folders locally on the computer

C- Sharing and exchanging files with others over the Internet

5 -Communication is one of the areas of using cloud computing in daily life, and is done through.....

A- Email

B- Software and applications

C- Computer storage

D- Google Sheets

6- Services for storing, sharing and accessing files at any time and from anywhere are called.....

A-Email

B-Software and applications

C- Computing storage

D- Google Sheets

7- We use cloud word processing programs such as.....

A-Google Docs

B- Google Sheets

C- Google Classroom

D- Google Cloud Platform

8- We use cloud spreadsheets such as.....

A-Google Docs

B- Google Sheets

C- Google Classroom

D- Google Cloud Platform

9- We use cloud collaboration tools such as.....

A-Google Docs

B- Google Sheets

C- Google Classroom

D- Google Cloud Platform

10-The most famous cloud computing service providers are.....

A-Google Docs

B- Google Sheets

C- Google Classroom

D- Google Cloud Platform

11- Examples of areas of using cloud computing applications in daily life include....

a. data backup

b. communication

c. both a and b

d. none of them

12-..... is a model for providing digital services over the internet.

a. Cloud computing

b. Domain name

c. Sensor

d. None of them

13- The first step in cloud data processing is.....

a. data storage

b. data collection

c. data management

d. data access

14- Benefits of cloud computing include.....

a. ease of access

b. availability of the service

c. reducing material costs

d. all of them

15- Cloud data processing and storage occur in.....

a. personal computers

b. cloud data centers

c. local devices

d. internet browsers

16- Online shopping is an example of using cloud computing for.....

a. data processing

b. entertainment

c. e-commerce

d. data storage

17- We useto transfer money and pay bills

a. online shopping

b. Microsoft Teams

c. online banking

d. video games

18-is one of the uses of cloud computing in the field of storage

- a. Google Drive b. Word c. Excel d. Telegram**

19..... .are the uses of cloud computing in the field of producing projects.

- a. Word processing programs b. Spreadsheets**
c. Both (a) and (b) d. Video games

20 .We use cloud computing in the field of education through.....

- a. messaging services b. online shopping**
c. Google Classroom d. banking services

21 .All the following are services provided by cloud computing in the field of entertainment except.....

- a. watching YouTube b. video games**
c. printing documents d. music services

22 .All the following are the steps of data processing and storage except.....

- a. data collection b. data transfer c. data processing d. data hacking**

2- Put (✓) or (X)

- 1. Cloud computing can be used in multiple fields such as education, health, and entertainment.()**
- 2. Cloud computing works on processing data easily.()**
- 3. You cannot collaborate and communicate with others using cloud computing.()**
- 4. Google Drive and OneDrive are examples of cloud storage services.()**
- 5. Cloud computing cannot be used for data backup.()**
- 6. Google Docs and Microsoft Word Online are cloud-based word processing programs.()**
- 7. Cloud computing does not support e-learning platforms. ()**
- 8. Video streaming services like YouTube are examples of cloud computing applications.()**
- 9. Cloud computing is not used in healthcare services ()**

10. Google Classroom and Microsoft Teams are used for playing games with others .()
11. Amazon Web Services, Microsoft Azure, and Google Cloud Platform are famous cloud computing service providers. ()
12. Google Sheets and Microsoft Excel Online are used to organize, analyze data, and create charts.()
13. To obtain cloud computing services, create an account with a service provider. ()
14. Cloud computing is a model for providing digital services over the internet.()
15. An internet connection is required to access cloud computing services.()
16. Cloud storage services allow users to store files and folders online .()
16. Cloud computing requires high-specification hardware to be accessed .()
17. Cloud computing services can be accessed from anywhere with an internet connection.()
18. Using cloud computing does not reduce material costs for users.()
19. Gmail, Outlook, and Yahoo Mail are examples of cloud email services. ()
20. Social networking platforms like Facebook and Twitter do not use cloud computing.()

3- Complete the missing parts using these words:

(Cloud storage service - cloud backup services - messaging applications - e-learning platforms - an internet connection)

1. We use such as WhatsApp and Telegram, to communicate and share files and photos.
- 2 .We use..... to access educational materials and interact with teachers and students, such as the Ministry of Education platform.
- 3..... is storing files and folders over the internet.
4. We needto obtain cloud computing services.
- 5 .We use..... to protect our data from loss in case any damage happening to our devices.

Lesson 7

Google Meet and Project Management

Google Meet

- It is a video conferencing service developed by Google
- enables users to conduct group video calls, share screens, chat
- collaborate in real time
- and work together on joint projects among students.

How can you access "Google Meet" ?

- From your PC via the link <https://meet.google.com>
- By downloading the "Google Meet" application for Android devices using the Google Play Store.

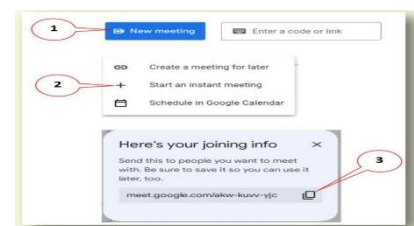
Create a meeting from "Google Meet" :

To create a meeting from "Google Meet" there are several options through which you can hold a meeting.

First - You can start an instant meeting in "Google Meet" by:

- Going to the main page of the "Google Meet" application and follow these steps:

1. Click on the "New meeting" button.
2. Click on Start an instant meeting.
3. Click on the copy icon to share the meeting link.
4. Send the meeting link to the participants via one of the communication tools (email - WhatsApp...)



Second : Create a meeting for a later time :

- The "Google Meet" application also enables you to create a meeting for a later time
- It is able to keep its link until the time you want to meet with whomever you want to invite to attend:
 1. Click on the "New meeting" button.
 2. Click on "Create a meeting for a later time."
 3. A small window will appear with a link to the session.
 4. Copy the meeting link.
 5. Send the link to the people you want to hold the meeting with.
- Sometimes, you may need to approve the request of invitees to join the session

when the invitee tries to access your session

- you will see a notification at the top of the page through which you can accept or reject the person's joining.
- ❖ **Joining a meeting in "Google Meet"**
- If you are invited to attend a meeting session using "Google Meet", using a link:
- If the link is sent to you to join a session on "Google Meet", you can access the session by clicking on the link directly.
- Sometimes, when you click on the meeting link, it may take some time to join until the meeting organizer approves your **request** to join the meeting.
- If you are invited to a meeting through a link, you should **not** send the meeting link to someone else, and you must ask the meeting owner's permission.
- ❖ **During a Google Meet meeting**
- During a Google Meet meeting, whether you are the organizer or the invitee :
- you can use many options and features that help you
 - ✓ follow the meeting in an organized, enjoyable, and useful atmosphere with the ability to control the session and invitees if you are the organizer.

General rules to follow during the meeting

1. While one participant is speaking, the rest of the participants must **listen** and **turn off** the microphone.
2. **Raising** your hand in the session to **ask** to speak help organize sessions, **talk** and intervene in an organized and smooth manner.
3. When you are allowed to speak, the microphone icon will **open** and you can speak.
4. **Send** messages in the session to participants
 - you can communicate with the attendees by sending messages to the participants in the session by clicking on the "**In call messages**" icon at the bottom of the page.
5. **Sharing** the presentation with participants
 - You can share your entire screen with participants or a specific window at the bottom of the page
 - click on the "Share screen" icon now
 - Click on one of the tabs (**entire screen**, **window** or **tab**)
 - then click on the **Share** button.
6. **Stop** sharing presentation
 - In the Google Meet window, click "**Stop sharing**."



Exercises 7

1- Choose the correct answer :

1. Google Meet" is.....

A- Audio-only service

B- Voice-only service

C- Storage service

D- Video conferencing service

2 -Through you can make calls, group video, share screens, and chat.

A- "Google Account

B- "Google Docs

C- "Google Meet

D- "Google Drive

3 -To access the "Google Meet" service, you must have.....

A- "Yahoo account

B- "Google account

C- Bank account

D- Electronic wallet

4 -The "Google Meet" application is considered one of the ways of..... communication.

A- Indirect

B- Direct

C- Slow

D- Difficult

5 -One of "Google Meet" Features is.....

A- Sharing screens

B- Talking at any time

C- Indirect communication

D- Slow communication for audio and video

6 -To express your opinion in an organized manner during a "Google Meet" meeting, you can click on.....

A- Meeting link

B- Hand icon

C- Talk at any time

D- Exit before the end of the meeting.

7 -One of general rules that must be followed during the meeting is.....

A- Talking at any time

B- Listening, hearing and turning off the microphone

C- Giving the meeting link to anyone

D- Leaving before the end of the meeting.

8 -To invite others to a Google Meet meeting, you must send them.....

A- Meeting address

B- Meeting link

C- Meeting image

D- Your home address

9 -To create a meeting next week through Google Meet, you choose.....

A- Start an instant meeting

B- Meeting for a later time

C- Stop sharing the presentation

D- Sharing screens

10 -You have been invited to a Google Meet meeting, to join the meeting you must click on.....

A- Meeting address

B- Meeting link

C- Meeting image

D- Your home address

11 -To express your opinion in an organized manner during a Google Meet meeting, you can.....

A- Speak at any time

C- Send a message

B- Leave before the meeting ends.

D- Stop sharing the presentation.

12 -When you are invited to a meeting through a link, you must.....

A- Do not send the meeting link to others

B- Speak without permission

C- Send the meeting link to anyone

D- Leave the meeting

13 -When you finish showing your screen during the meeting, you must click.....

A- Do not send the meeting link to others

B- Talk without permission.

C- "Stop sharing the presentation

D- Share screens

14 -During a "Google Meet" meeting, and to organize the meeting, when speaking, you must.....

A- Speak at any time

B- Raise your hand

C- Leave the meeting

D- Send the meeting link to others

15 -To help organize sessions, talk and intervene in an organized and smooth manner.....

A- Leave the meeting

B- Listen to the speaker

C- Speak at any time

D- Open the microphone

16 .Having is one of the conditions for using the Google Meet application.

a. smartphone

b. compute

C. Google Account

d. a specific program

17 .One of the advantages of using the Google Meet application is the ability to.....

- a. make group calls b. edit images C. play games d. delete file

18 .You share your screen with your colleagues during a Google Meet meeting by clicking on "..... ." icon.

- a. Share Screen b. Hand C. Save d. Copy

19 .You can stop sharing the presentation with your colleagues during a Google Meet meeting by clicking on.....

- a. Stop sharing b. Save link
C. Stop installation d. Turn off the microphone

20 .Click on the "..... ." icon to ask to speak during the Google Meet meeting.

- a. Hand b. Camera C. Microphone d. Message

2- Complete the missing parts using the words between the brackets:

(Google Meet - hand icon - Stop sharing - In- call messages - Google Meet link)

1. When you finish sharing your screen, click on.....
2. You can communicate with attendees by clickingthe icon.
3.is a video conferencing service developed by Google.
4. You can access Google Meet by clicking on the.....
5. To express your opinion during a Google Meet meeting, click on the.....

3- Put (✓) or (X)

- 1 .The Google Meet application can be used to share files. ()
- 2 .The Google Meet service allows users to create collaborative projects.()
- 3 .You can turn off the audio during a "Google Meet" meeting by clicking on "Turn off the microphone".()
4. You can access a Google Meet meeting through the meeting link. ()
5. Google Meet is a video conferencing service developed by Google. ()
6. To access Google Meet, you must have a Microsoft account.()
7. Google Meet allows users to make video calls and share screens in real time.()
8. You can access Google Meet from a PC via the link <https://meet.google.com>.()
9. The Google Meet app is available for download on iPhone via the Google Play Store. ()

- 10.** To create a meeting in Google Meet, you must first click on the "Join meeting" button. ()
- 11.** Google Meet provides an option to create a meeting for a later time. ()
- 12.** When invited to a Google Meet session, you can join by clicking on the provided link. ()
- 13.** It is acceptable to share the Google Meet link with others without asking the meeting owner's permission. ()
- 14.** During a Google Meet meeting, participants should turn off their microphones when someone else is speaking. ()
- 15.** You can send messages to participants during a Google Meet session using the "In-call messages" icon. ()
- 16.** The first step to start an instant meeting on Google Meet is to send the meeting link to the participants. ()
- 17.** Google Meet does not allow users to share their screens during a meeting. ()
- 18.** The "Stop sharing" option in Google Meet is used to end the screen sharing during a meeting. ()
- 19.** Raising your hand in a Google Meet session helps organize the discussion and ensures smooth communication. ()
- 20.** Meetings on Google Meet require participants to be in the same location to join. ()
- 21.** In Google Meet, you can click on the meeting link and wait until the organizer approves your request. ()

حمل الآن

مجاناً وحصرياً

المراجعة رقم (4)

اختبار شهر نوفمبر



Q1: Choose the correct answer from a, b, c, or d.

- 1- The user name in an email address is
 - a. determining the user's nationality
 - b. to delete email messages
 - c. used to remove the email account
 - d. a unique and distinctive name that is not reserved by anyone else
- 2- The symbol @ in an email address
 - a. separates the user name from the domain name
 - b. is used to send and receive email messages
 - c. is used to create email messages
 - d. is an optional and non-essential symbol
- 3- Which of the following is considered a correct email address?
 - a. Ayman22_2@gmail.com
 - b. zizo@mohamed
 - c. Omar2203_4\$gmail.com
 - d. Tarek30#gmail.com
- 4- is one of the advantages of using email.
 - a. Speed in sending and receiving messages
 - b. High cost
 - c. Spam
 - d. Informal communication tools
- 5- The importance of using the Gmail service is to
 - a. not allow us to communicate with others
 - b. communicate with government agencies only
 - c. access to many Google services
 - d. have difficulty in sending files
- 6- Email is a
 - a. manual communication system
 - b. digital communication system
 - c. direct communication system
 - d. virus system



- 7- Through email, you can
- a. delete files
 - b. use cloud computing applications
 - c. install programs
 - d. print files
- 8- One of the most important uses of email is
- a. to scan paper
 - b. to share information
 - c. cyberbullying
 - d. to delete files on your device
- 9- Email is considered
- a. one of the direct communication tools
 - b. one of the indirect communication tools
 - c. manual communication system
 - d. text file
- 10- One of the disadvantages of using email is
- a. speed
 - b. cost
 - c. ease
 - d. hacking
- 11- From email service providers is
- a. Gmail
 - b. Paint
 - c. Google Docs
 - d. YouTube
- 12- To get one of the Gmail services, you must create
- a. text file
 - b. "Google Account"
 - c. presentation file
 - d. "Google Meet"



- 13- To log out of your Gmail account, click on the icon.
- Sign in
 - Sign out
 - Shut down
 - Close
- 14- is one of the uses of cloud computing in the field of storage.
- Google Drive
 - Word
 - Excel
 - Telegram
- 15- are the uses of cloud computing in the field of producing projects.
- Word processing programs
 - Spreadsheets
 - Both (a) and (b)
 - Video games
- 16- We use cloud computing in the field of education through
- messaging services
 - online shopping
 - Google Classroom
 - banking services
- 17- All the following are services provided by cloud computing in the field of entertainment except
- watching YouTube
 - video games
 - printing documents
 - music services
- 18- All the following are the steps of data processing and storage except
- data collection
 - data transfer
 - data processing
 - data hacking



- 19- Cloud computing is known as a model for providing
- a. presentations
 - b. digital services over the Internet
 - c. Google Docs
 - d. Google Classroom
- 20- The computer storage service is
- a. storing files and folders locally on the computer
 - b. storing files and folders over the Internet
 - c. sharing and exchanging files
 - d. Google Classroom
- 21- The software and application service over the Internet is known as
- a. enabling the use of software and applications over the Internet
 - b. enabling the use of software and applications without the Internet
 - c. sharing and exchanging files locally
 - d. email service
- 22- The service of sharing electronic resources via computing is known as
- a. computer storage
 - b. sharing files and folders locally on the computer
 - c. sharing and exchanging files with others over the Internet
 - d. email sharing
- 23- Communication is one of the areas of using cloud computing in daily life, and is done through
- a. Email
 - b. software and applications
 - c. computer storage
 - d. Google Sheets
- 24- Services for storing, sharing and accessing files at any time and from anywhere are called
- a. email
 - b. software and applications
 - c. computing storage
 - d. Google Sheets



- 25- We use cloud word processing programs such as
- a. Google Docs
 - b. Google Sheets
 - c. Google Classroom
 - d. Google Cloud Platform
- 26- We use cloud spreadsheets such as
- a. Google Docs
 - b. Google Sheets
 - c. Google Classroom
 - d. Google Cloud Platform
- 27- We use cloud collaboration tools such as
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- 28- The most famous cloud computing service providers are
- a. Google Docs
 - b. Google Sheets
 - c. Google Classroom
 - d. Google Cloud Platform
- 29- Google Meet" is
- a. audio-only service
 - b. voice-only service
 - c. storage service
 - d. video conferencing service
- 30- Through you can make calls, group video, share screens, and chat.
- a. "Google Account"
 - b. "Google Docs"
 - c. "Google Meet"
 - d. "Google Drive"



- 31- To access the "Google Meet" service, you must have
- a. Yahoo account
 - b. Google account
 - c. Bank account
 - d. Electronic wallet
- 32- The "Google Meet" application is considered one of the ways of communication.
- a. indirect
 - b. direct
 - c. slow
 - d. difficult
- 33- One of "Google Meet" features is
- a. sharing screens
 - b. talking at any time
 - c. indirect communication
 - d. slow communication for audio and video
- 34- is one of general rules that must be followed during the meeting.
- a. Talking at any time
 - b. Listening, hearing and turning off the microphone
 - c. Giving the meeting link to anyone
 - d. Leaving before the end of the meeting
- 35- To invite others to a Google Meet meeting, you must send them
- a. meeting address
 - b. meeting link
 - c. meeting image
 - d. your home address
- 36- To create a meeting next week through Google Meet, you choose
- a. Start an instant meeting
 - b. Meeting for a later time
 - c. Stop sharing the presentation
 - d. Sharing screens



- 37- You have been invited to a Google Meet meeting, to join the meeting you must click on
- a. meeting address
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- 38- When you are invited to a meeting through a link, you must
- a. not send the meeting link to others
 - b. speak without permission
 - c. send the meeting link to anyone
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- 39- When you finish showing your screen during the meeting, you must click
- a. Do not send the meeting link to others
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 - c. Stop sharing the presentation
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- 40- During a "Google Meet" meeting, and to organize the meeting, when speaking, you must
- a. speak at any time
 - b. raise your hand
 - c. leave the meeting
 - d. send the meeting link to others
- 41- To help organize sessions, talk and intervene in an organized and smooth manner
- a. leave the meeting
 - b. listen to the speaker
 - c. speak at any time
 - d. open the microphone



Q2: Put (✓) or (X) for the following sentences.

- 1- The domain name is a unique and distinctive name that is not reserved by anyone else. ()
- 2- Emails contribute to faster communication. ()
- 3- Emails can be hacked by hackers. ()
- 4- Emails contribute to reducing communication costs. ()
- 5- Gmail is a free service for creating email. ()
- 6- Cloud computing can be used in multiple fields such as education, health, and entertainment. ()
- 7- Cloud computing works on processing data easily. ()
- 8- You cannot collaborate and communicate with others using cloud computing. ()
- 9- The Google Meet application can be used to share files. ()
- 10- Google Meet service allows users to create collaborative projects. ()
- 11- You can turn off the audio during a "Google Meet" meeting by clicking on "Turn off the microphone." ()
- 12- You can access a Google Meet meeting through the meeting link. ()

Q3: Complete the following sentences.

- 1- provides service for creating email.
- 2- Email is one of the tools of communication.
- 3- is the part that located at the beginning of the email address.
- 4- separates the user name from the email server used.
- 5- is used to access email on Google.
- 6- Cloud computing helps reduce material costs because
- 7- Cloud computing can be used in by using word processing programs
- 8- Cloud computing can be used in , such as transferring money and paying bills.



- 9- You can send a message to other participants in a Google Meet meeting through
- 10- One of the tips for a successful Google Meet meeting is
- 11- To access the Google Meet application, you must have
- 12- The Google Meet service allows users to

Q4: Answer the following questions

1- Read and answer: The email address consists of:

1.
2.
3.

2- Write 3 areas of using cloud computing in daily life:

1.
2.
3.



Q1: Choose the correct answer from a, b, c, or d.

- 1- The user name in an email address is
 - a. determining the user's nationality
 - b. to delete email messages
 - c. used to remove the email account
 - d. a unique and distinctive name that is not reserved by anyone else
- 2- The symbol @ in an email address
 - a. separates the user name from the domain name
 - b. is used to send and receive email messages
 - c. is used to create email messages
 - d. is an optional and non-essential symbol
- 3- Which of the following is considered a correct email address?
 - a. Ayman222@gmail.com
 - b. zizo@mohamed
 - c. Omar22034\$gmail.com
 - d. Tarek30#gmail.com
- 4- is one of the advantages of using email.
 - a. Speed in sending and receiving messages
 - b. High cost
 - c. Spam
 - d. Informal communication tools
- 5- The importance of using the Gmail service is to
 - a. not allow us to communicate with others
 - b. communicate with government agencies only
 - c. access to many Google services
 - d. have difficulty in sending files
- 6- Email is a
 - a. manual communication system
 - b. digital communication system
 - c. direct communication system
 - d. virus system



- 7- **Through email, you can**
- a. delete files
 - b. use cloud computing applications
 - c. install programs
 - d. print files
- 8- **One of the most important uses of email is**
- a. to scan paper
 - b. to share information
 - c. cyberbullying
 - d. to delete files on your device
- 9- **Email is considered**
- a. one of the direct communication tools
 - b. one of the indirect communication tools
 - c. manual communication system
 - d. text file
- 10- **One of the disadvantages of using email is**
- a. speed
 - b. cost
 - c. ease
 - d. hacking
- 11- **From email service providers is**
- a. Gmail
 - b. Paint
 - c. Google Docs
 - d. YouTube
- 12- **To get one of the Gmail services, you must create**
- a. text file
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- a. leave the meeting
 - b. listen to the speaker
 - c. speak at any time
 - d. open the microphone

Q2: Put (✓) or (X) for the following sentences.

- 1- The domain name is a unique and distinctive name that is not reserved by anyone else. (F)
- 2- Emails contribute to faster communication. (T)
- 3- Emails can be hacked by hackers. (T)
- 4- Emails contribute to reducing communication costs. (T)
- 5- Gmail is a free service for creating email. (T)
- 6- Cloud computing can be used in multiple fields such as education, health, and entertainment. (T)



- 7- Cloud computing works on processing data easily. (T)
- 8- You cannot collaborate and communicate with others using cloud computing. (F)
- 9- The Google Meet application can be used to share files. (F)
- 10- Google Meet service allows users to create collaborative projects. (F)
- 11- You can turn off the audio during a "Google Meet" meeting by clicking on "Turn off the microphone." (T)
- 12- You can access a Google Meet meeting through the meeting link. (T)

Q3: Complete the following sentences.

- 1- ...**Gmail**..... provides service for creating email.
- 2- Email is one of the tools of**indirect**..... communication.
- 3-**username**..... is the part that located at the beginning of the email address.
- 4-**@ symbol**..... separates the user name from the email server used.
- 5-**Google account**..... is used to access email on Google.
- 6- Cloud computing helps reduce material costs because **.you do not need to own a computer or mobile phone with high specifications**
- 7- Cloud computing can be used in **.producing projects**..... by using word processing programs
- 8- Cloud computing can be used in ...**online banking**....., such as transferring money and paying bills.
- 9- You can send a message to other participants in a Google Meet meeting through**in call messages**..... .
- 10- One of the tips for a successful Google Meet meeting is **.raise hand when asking**..... .
- 11- To access the Google Meet application, you must have **google account**..... .
- 12- The Google Meet service allows users to **conduct group video calls**..... .



Q4: Answer the following questions

1- Read and answer: The email address consists of:

1.username.....
2.symbol @.....
3.Domain name.....

2- Write 3 areas of using cloud computing in daily life:

1.Communication.....
2.Education.....
3.Entertainment.....



حمل الآن

مجاناً وحصرياً

اختبارات

اختبار شهر نوفمبر



Computer and ICT ** November Revision Prep 1 ** 2025 /2026

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□ Model 1

◆ Put True (✓) or False (x) :

1. Email is a digital system for sending and receiving messages. ()
2. The “@” symbol is optional in email addresses. ()
3. Gmail is a free email service. ()
4. Spam messages are harmless. ()
5. Cloud computing allows data storage online. ()
6. You need a Google Account to use Google Meet. ()
7. Videos cannot be shared via cloud platforms. ()
8. Turning off your microphone helps organize meetings. ()

◆ Choose the correct answer :

1. The main part of an email address separating username and server is _
A) @ B) .com C) # D) /
2. Cloud computing reduces ____
A) time B) cost C) size D) screen
3. Google Meet is used for ____
A) emails B) texting C) storage D) video calls
4. A benefit of email is ____
A) speed B) weight C) noise D) size
5. Backup data is stored in ____
A) RAM B) paper C) cloud D) folders
6. Sharing a Google Meet link requires ____
A) permission B) password C) ID D) signature
7. Gmail interface language can be ____
A) fixed B) changed C) deleted D) ignored



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□ Model 2

◆ Put True (✓) or False (x) :

1. Email allows sending texts, images, and files. ()
2. Cloud computing requires high-end devices always. ()
3. Spam emails are annoying messages. ()
4. Google Drive is an email service. ()
5. Using strong passwords protects your data. ()
6. You can join Google Meet without a link. ()
7. Google Classroom is a cloud platform. ()
8. Raising your hand helps organize online meetings. ()

◆ Choose the correct answer :

1. The domain name in an email identifies the ____
A) user B) server C) password D) app
2. Online platforms like Google Docs are used for ____
A) chatting B) music C) games D) document editing
3. A main cloud computing benefit is ____
A) high cost B) easy access C) slow internet D) heavy device
4. Email messages arrive quickly and ____
A) reliably B) noisily C) secretly D) late
5. To log out of Gmail, click ____
A) Stop B) Exit C) Sign Out D) Delete
6. Cloud storage like OneDrive is used to ____
A) store files B) make calls C) draw D) play videos
7. When joining a meeting, the organizer may need to give ____
A) data B) permission C) time D) link

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□ Model 3

◆ Put True (✓) or False (x) :

1. Gmail is part of Google services. ()
2. Email cannot be used to register in websites. ()
3. Viruses may be sent via emails. ()
4. Cloud computing allows sharing files online. ()
5. Google Meet is only for teachers. ()
6. Internet connection is needed for cloud access. ()
7. Microphone should be off during others speaking. ()
8. Cloud platforms are unsafe by default. ()

◆ Choose the correct answer :

1. A username in email must be ____
A) long B) unique C) hidden D) shared
2. Spam emails are usually ____
A) helpful B) fast C) private D) unwanted
3. To create a Gmail account, first go to ____
A) Google B) Outlook C) Yahoo D) Teams
4. Cloud computing allows you to ____ files with others
A) delete B) copy only C) ignore D) share
5. A Google Meet meeting can be ____
A) instant B) canceled C) deleted D) invisible
6. Accessing cloud services requires an internet ____
A) app B) connection C) file D) phone
7. To stop sharing your screen, click ____
A) Stop Sharing B) Exit C) Pause D) Delete

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□ Model 4

◆ Put True (✓) or False (x) :

1. Gmail allows sending multiple types of files. ()
2. Email is slower than postal mail. ()
3. Cloud computing helps reduce software cost. ()
4. Google Meet requires a Google account. ()
5. Phishing emails are safe to open. ()
6. Google Drive is a cloud storage service. ()
7. You should mute your microphone when others talk. ()
8. Cloud services cannot be accessed from smartphones. ()

◆ Choose the correct answer :

1. To create an email, click ____
A) Sign In B) Sign Out C) Cancel D) Delete
2. Cloud computing allows ____ of resources
A) printing B) hiding C) ignoring D) sharing
3. Gmail can send ____
A) videos only B) only text C) text, files, images D) audio only
4. A meeting link should not be ____
A) shared without permission B) copied C) saved D) opened
5. Platforms like Microsoft Teams are used for ____
A) music B) drawing C) texting only D) education
6. Emails can be accessed from any ____
A) device B) book C) chair D) pen
7. Cloud computing reduces the need for ____
A) expensive software B) pencils C) chairs D) paper

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□ Model 5

◆ Put True (✓) or False (x) :

1. Email is widely used for indirect communication. ()
2. Cloud services include storage, software, and file sharing. ()
3. Google Meet cannot share screens. ()
4. Cloud computing requires a Google account only. ()
5. Emails can contain viruses. ()
6. Cloud platforms allow access from anywhere. ()
7. You can join a meeting without approval. ()
8. Keeping microphone on while others speak is bad etiquette. (T)

◆ Choose the correct answer :

1. Gmail is part of ____ services
A) Yahoo B) Microsoft C) Apple D) Google
2. Cloud platforms include ____
A) storage B) shoes C) chairs D) pencils
3. A meeting can be ____ or scheduled
A) instant B) canceled C) deleted D) late
4. Google Meet helps ____ on projects
A) collaborate B) ignore C) hide D) close
5. Email can be used to register for ____
A) websites B) chairs C) pens D) games
6. Stop sharing your screen using ____
A) Stop Sharing B) Exit C) Cancel D) Delete
7. Cloud services require ____
A) internet B) paper C) pen D) offline

Computer and ICT – November Prep 1 (2025/2026) – Answer Key

Model 1

True / False

1.✓ 2.X 3.✓ 4.X 5.✓ 6.✓ 7.X 8.✓

Multiple Choice

1. A) 2.B) 3.D) 4.A) 5. C) 6.A) 7.B)

Model 2

True / False

1.✓ 2.X 3.✓ 4.X 5.✓ 6.X 7.✓ 8.✓

Multiple Choice

1.B 2. D 3. B 4. A 5.C 6.A 7. B

Model 3

True / False

1.✓ 2.X 3.✓ 4.✓ 5.X 6.✓ 7.✓ 8.X

Multiple Choice

1.B 2.D 3.A 4.D 5.A 6.B 7.A

Model 4

True / False

1.✓ 2.X 3.✓ 4.✓ 5.X 6.✓ 7.✓ 8.X

Multiple Choice

1.A 2.D 3.C 4.A 5.D 6.A 7.A

Model 5

True / False

1.✓ 2.✓ 3.X 4.X 5.✓ 6.✓ 7.X 8.✓

Multiple Choice

1.D 2.A 3.A 4.A 5.A 6.A 7.A



كيفية طباعة صفحات معينة من ملف معين

مثلا ازاي نطبع الصفحات من صفحة 4 الى صفحة 9

